

COCONINO  
COUNTY

**Department of  
Community Development**

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Flagstaff, AZ 86001  
928.226.2700

# Subdivision Ordinance

Adopted May 3, 1982

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AN ORDINANCE REPEALING THE SUBDIVISION ORDINANCE AS ADOPTED BY  
THE BOARD OF SUPERVISORS ON JUNE 3, 1974, AND ADOPTING  
A NEW SUBDIVISION ORDINANCE FOR COCONINO COUNTY.

WHEREAS, A.R.S. § 11-806.01 authorizes the Board of Supervisors to  
adopt regulations governing the subdivision of lands; and

WHEREAS, the Coconino County Planning and Zoning Commission conducted  
duly noticed public hearings to review and discuss a new Subdivision Ordinance;  
and

WHEREAS, the Planning and Zoning Commission recommended to the Board  
of Supervisors that the new Subdivision Ordinance be adopted for application  
throughout Coconino County.

NOW, THEREFOR, BE IT ORDAINED by the Board of Supervisors of Coconino  
County, State of Arizona, that a new Subdivision Ordinance be adopted by title  
of said ordinance to read as follows:

COCONINO COUNTY  
SUBDIVISION ORDINANCE

AN ORDINANCE PRESCRIBING RULES AND REGULATIONS GOVERNING THE  
SUBDIVISION OF LAND AND MINOR LAND DIVISIONS IN THE UNINCOR-  
PORATED AREAS OF COCONINO COUNTY, ARIZONA, FOR THE PREPARATION,  
PRESENTATION AND APPROVAL OF SUBDIVISION PLATS, IMPROVEMENT  
PLANS, AND PARCEL MAPS, AND REPEALING ALL REGULATIONS AND  
RESOLUTIONS IN CONFLICT HERewith AND PROVIDING PENALTIES FOR  
THE VIOLATION THEREOF.

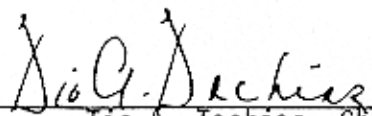
PASSED AND ADOPTED, this 3rd day of May, 1982, by the Coconino  
County Board of Supervisors by the following roll call vote:

AYES: Supervisors' J. Dennis Wells, Bill Brechan and Chairman  
Tio A. Tachias

NOES: None

ABSENT: Supervisors' Karan L English and Louise Yellowman.

COCONINO COUNTY BOARD OF SUPERVISORS

  
Tio A. Tachias, Chairman

ATTEST:

  
Ethel Ulibarri, Clerk

## ORDINANCE AMENDMENTS SINCE 1982 ADOPTION

<b><u>CASE NO.</u></b>	<b><u>BOARD APPROVAL</u></b>	<b><u>SUMMARY</u></b>
AM-88-2	June 6, 1988	Adds the following requirements: wastewater and hydrology reports, location of flood boundaries ADEQ, approval prior to Final Plat submittal; numerous other wording changes.
AM-92-2	May 18, 1992	Adds definition of average lot size; reduces paving widths; allows paving waivers for subdivisions with lots of 2 ½ acres and 1
AM-94-2	November 21, 1994	Amends Article IX regarding land divisions to conform to new state law; amends definitions of subdivision and land division and adds new definitions for legal access, common promotional plan, and fractional interest.
AM-98-1	May 18, 1998	Amends Article VI, Sections 6.4.1, 6.4.2 and 6.4.3 to change the definition of Schedule A, B and C subdivisions from the division of “four or more” to “six or more” lots or parcels in order to be consistent with the definition of subdivision in Article II.
AM-01-01	March 19, 2001	Amends Section II to modify, add and delete several definitions; amends Section III regarding pre-application conferences, plan details, and extensions for filing a final plat; amends Section IV to modify and clarify the submittal of final plats, to require the submittal of final plats in digital format, and to amend and clarify language pertaining to financial assurances; amends Section V to update road standards, and to add references to design manuals and other standards and ordinances; amends Section VI to clarify and amend engineering submittal requirements, to clarify and amend the sequence of events, to clarify one year waiting period for the acceptance of roads, to require the submission of as-built plans, and to add reference to pedestrian, bike and equestrian paths; amends Section IX to achieve conformity with state statutes, to require the recording of land division permits within six months of approval, to assign to the property owner the responsibility of determining zoning deficiencies, to add a reference to the private road standards adopted in 1995, and to require the submission of land division survey maps in digital format.
AM-04-02	September 21, 2004	Adds new Section IX – Administrative Approval For Minor Subdivisions. Renumber Sections IX and X to X and XI.

## **COCONINO COUNTY SUBDIVISION ORDINANCE**

AN ORDINANCE PRESCRIBING RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND AND MINOR LAND DIVISIONS IN THE UNINCORPORATED AREAS OF COCONINO COUNTY, ARIZONA, FOR THE PREPARATION, PRESENTATION AND APPROVAL OF SUBDIVISION PLATS, IMPROVEMENT PLANS, AND PARCEL MAPS, AND REPEALING ALL REGULATIONS AND RESOLUTIONS IN CONFLICT HEREWITH AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF.

The Board of Supervisors of Coconino County, Arizona deems it necessary for the peace, health, comfort, safety, convenience and general welfare of the people of Coconino County to regulate the subdivision of land within the unincorporated areas of said County.

THE BOARD OF SUPERVISORS OF COCONINO COUNTY, ARIZONA DO ORDAIN AS FOLLOWS:

### **SECTION I INTRODUCTION**

#### Section 1.1 - Scope and Purpose

In order to preserve, protect and promote the public health, safety, convenience, peace, comfort and general welfare there is hereby adopted and established, as provided herein, the Subdivision Ordinance for Coconino County, Arizona, as amended, as provided for by A.R.S. 11-806.1. More specifically, these regulations are adopted to achieve the following objectives:

1. To implement the Coconino County Comprehensive Plan and Zoning Ordinance.
2. To provide lots and parcels of sufficient size and appropriate design for the purposes for which they are to be used.
3. To provide streets of adequate capacity for the anticipated traffic which would utilize them and to ensure that they are designed to promote a safe traffic circulation system.
4. To accommodate new development in a manner which will preserve and enhance the County's environment and create new beauty through skilled subdivision designs.
5. To provide for water supply, sewage disposal, storm drainage and other utilities and facilities which are required by conditions of an urban environment.
6. To ensure that the costs of providing rights-of-way, street improvements, utilities and public areas and facilities needed to serve new developments are borne fairly and equitably by the subdivider rather than by property owners of the County at large.
7. To protect and enhance real property values.

8. To coordinate subdivision policies and regulations with those of the municipalities in order to facilitate transition from county to municipal jurisdiction that land which is first developed in unincorporated territory and is subsequently annexed, and to ensure unimpeded development of such new urban expansion that is logical, desirable and in accordance with goals, objectives and policies of the General Plan.
9. To facilitate the transfer of lands having accurate legal descriptions and to establish and ensure the rights, duties and responsibilities of subdividers and developers with respect to land development.

### Section 1.2 - Short Title

These regulations shall be known as the Coconino County Subdivision Ordinance.

### Section 1.3 - Authority and Applicability

These regulations shall be governed by Arizona State Laws governing the division and platting of land pursuant thereto. The Coconino County Subdivision Ordinance is a necessary and integral set of procedures and requirements developed in conjunction with the Zoning Ordinance, and necessary for the implementation of the County Comprehensive Plan. These three instruments of County Community Development constitute the regulations necessary to implement the intent and meaning of A.R.S. 11-821: County Plan.

All subdivision or minor land divisions of land within the unincorporated territory of Coconino County shall comply with the provisions of this Ordinance.

### Section 1.4 - Private Agreements

The provisions of this Ordinance are not intended to abrogate any easements, covenants or other existing agreements which are more restrictive than the provisions of this Ordinance.

### Section 1.5 - Vested Rights

Any subdivision for which a preliminary plat has been approved by the Coconino County Board of Supervisors prior to the adoption of this Ordinance may be continued and completed in accordance with the plans, specifications and conditions upon which the plat was approved provided a final plat is signed and recorded within eighteen (18) months of the date of approval of the preliminary plat by said Board.

### Section 1.6 - Repeal of Conflicting Ordinances

All ordinances, resolutions, regulations or parts thereof which are in conflict with the provisions of these regulations are hereby repealed.

### Section 1.7 - Severability

If any section, sub-section, sentence, clause or phrase of these regulations are for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the constitutionality of the remaining portions of these regulations. The Board of Supervisors of Coconino County hereby declares that it would have passed each section, sub-section, sentence, clause and phrase of these regulations irrespective of the fact that one or more sections, sub-sections, sentences, clauses or phrases hereof be declared invalid or unconstitutional.

## **SECTION II DEFINITIONS**

### **Section 2.1**

For the purposes of this Ordinance, certain words, phrases and terms used herein shall have the meaning assigned to them by this Section. When not inconsistent with the context, words used in the present tense include the future; words in the singular number include the plural and those in the plural include the singular. The word "shall" is mandatory; the word "may" is permissive.

**ABANDONED** - shall mean streets, roads or other public rights-of-way which the Board of Supervisors by proper actions and public hearings abrogates all rights to said lands and rights-of-way.

**ACRE** - A full acre shall mean a parcel of land containing 43,560 square feet of area within the property lines of said parcel or lot.

**AIR SPACE CONDOMINIUM** - A condominium in which each separate interest is in space and no separate interest in the real property underlying such space occurs.

**ALLEY** - A public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on some other street.

**APPLICANT** - The owner of land proposed to be subdivided or his representative.

**ARTERIAL, MAJOR** - shall mean a roadway intended to move traffic to and from major regional centers of activity at a high speed of travel with minimal interference to through movement.

**ARTERIAL, MINOR** - shall mean a roadway intended to serve the larger communities not served by the major arterial system as well as other traffic generators that are capable of attracting travel over long distances, and to provide capacity and continuity for countywide and regional travel.

**AVERAGE LOT SIZE** - shall mean the total area of all lots divided by the total number of lots.

**BLOCK** - shall mean a tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad rights-of-way, shorelines of waterways, or boundary lines of municipalities.

**BOARD** - shall mean the Coconino County Board of Supervisors.

**BOND** - shall mean any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the Board of Supervisors. All bonds shall be approved by the Board wherever a bond is required by these regulations.

**BUILDING SETBACK LINE** - shall mean the minimum distance as prescribed by these regulations and the Coconino County Zoning Ordinance between any property line and the closest point of the foundation of any building or structure related thereto.

**COLLECTOR, MAJOR** - shall mean a roadway which does, or which will, because of its design and location with reference to other roadways, be used to carry traffic from minor collectors and local streets to major or minor arterial roads.



COLLECTOR, MINOR – shall mean a roadway to collect traffic from local streets and deliver it to major collectors or major or minor arterials.

COMMISSION - shall mean the Coconino County Planning and Zoning Commission.

COMMON PROMOTIONAL PLAN - shall mean a plan, undertaken by a person or a group of persons acting in concert, to offer lots for sale or lease. If the land is offered for sale by a person or group of persons acting in concert, and the land is contiguous or is known, designated or advertised as a common unit or by a common name, the land is presumed, without regard to the number of lots covered by each individual offering, as being offered for sale or lease as part of a common promotional plan. Separate subdividers selling lots or parcels in separately platted subdivisions within a master planned community shall not be deemed to be offering their combined lots for sale or lease as part of a common promotional plan.

CONDOMINIUM - shall mean an estate in real property consisting of an undivided interest in common in a portion of a parcel of real property together with a separate interest in space in a residential complex located on such real property. A condominium may include, in addition, a separate interest in other portions of such real property.

CONDOMINIUM CONVERSION - shall mean the development of land and existing structures as a condominium, regardless of the present or prior use of such land or structure, and regardless of whether substantial improvements have been made to such structures.

CONSTRUCTION PLANS - shall mean a set of Engineered Plans which typically include detailed drawings, an associated list of bid items necessary for project construction, road profiles and cross sections, and other related documentation needed to wholly complete a construction project.

COUNTY - shall mean the County of Coconino, Arizona represented by the Board of Supervisors.

COUNTY PLAN - shall mean a Comprehensive Plan of Coconino County, Arizona adopted by the Commission and Board for the purpose of guiding the general physical growth and development of the County, and includes any element of the Plan.

CUL-DE-SAC - shall mean a street having only one outlet for vehicular traffic with a turn-around at the opposite end which is not intended to be extended or continued to serve future subdivisions on adjacent lands.

DEDICATION - shall mean the deliberate appropriation of land by its owner(s) for any general or public use, reserving to himself no special rights. The act of dedication in itself does not automatically convey such lands, rights-of-way, or easements into public ownership; they must be legally accepted by the Board of Supervisors for public use provided construction of improvements meets County specifications.

DESIGN - refers to street alignment, grades and rights-of-way widths; drainage alignments, easements and rights-of-way; sanitary sewers and water system designs and grades; other utilities; and, lot layout.

DEAD END STREET - shall mean a street open at one end only, without provision for turning around, and which may be further extended into adjoining property.

DIRECTOR - shall mean the Director of Community Development of Coconino County.

EASEMENT - shall mean a space on a lot or parcel of land reserved or used for general access, and for the location of and/or access to utilities, drainage or other physical operations on the land.

ENGINEER - shall mean the County Engineer and/or other designated representative of the County Public Works Department.

ENGINEERED PLANS – shall mean drawings, plans, plats, legal descriptions and specifications prepared by a professional licensed by the Arizona Board of Technical Registration. This does not imply that engineered plans may be prepared by professionals in categories other than those in which they hold a license.

FINAL PLAT - shall mean a map prepared in accordance with the provisions of these regulations intended to be approved by the Board of Supervisors and placed on record in the office of the County Recorder.

FRACTIONAL INTEREST - shall mean an undivided interest in improved or unimproved land, lots or parcels of any size created for the purpose of sale or lease and evidenced by a receipt, certificate, deed, or other document conveying such interest. Undivided interests in land, lots or parcels created in the names of a husband and wife as community property, joint tenants or tenants in common, or in the names of other persons who, acting together as part of a single transaction, acquire such interests without a purpose to divide such interests for present or future sale or lease shall be deemed to constitute only one fractional interest.

FRONTAGE - shall mean that portion of a lot or parcel contiguous with a public street or highway.

HEALTH AUTHORITY - shall mean the Coconino County Department of Public Health or its authorized agent.

HORIZONTAL PROPERTY REGIME - See AIR SPACE CONDOMINIUM.

IMPROVEMENT - refers to such street work, flood and drainage work, utilities and other desirable facilities to be installed, or agreed to be installed by the subdivider on the land to be used for public or private streets, highways, ways, and easements, as are necessary for the general use of the lot owners in the subdivision and local neighborhood traffic and drainage needs.

INDIVIDUAL WASTEWATER DISPOSAL SYSTEM - shall mean a septic tank or any other approved engineered system which treats and disposes of sewage effluent on the property from which sewage is generated.

LAND DIVISION - shall mean improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into five or fewer lots, parcels or fractional interests.

LEGAL ACCESS - shall be as defined in Arizona Revised Statutes or by the Arizona Department of Real Estate, or as insurable by a title company.

LEGAL DESCRIPTION – shall mean a description of real property prepared and sealed by a Land Surveyor licensed by the Arizona Board of Technical Registration to practice Land Surveying in the State of Arizona.

LOCAL STREET - shall mean a street which, because of its design and location with respect to other streets, is used primarily for access to the abutting properties. Generally provides local access needs to residents within a subdivision development.

LOT - shall mean:

- a. A parcel of real property with a separate and distinct number or other designation shown on a plan recorded in the office of the County Recorder, or
- b. A parcel of real property delineated on an approved record of survey, parcel map or subdivision map as filed in the office of the County Recorder or in the office of the Department of Community Development, and abutting at least one (1) public street or right-of-way, or easement determined by the Commission to be adequate for the purpose of access, or
- c. A parcel of real property abutting at least one (1) public street or right-of-way or easement determined by the Commission to be adequate for the purpose of access and held under separate ownership from abutting property prior to the date of adoption of this Ordinance.

LOT AREA, NET - shall mean the total horizontal area within the property lines of a lot or parcel of land excluding all vehicular accessways except those private easements which serve as primary access to no more than four individual lots or parcels.

LOT, CORNER - shall mean a lot located at the intersection or interception of two (2) or more streets at an angle of not more than one hundred thirty-five (135) degrees. If the angle is greater than one hundred thirty-five (135) degrees, the lot shall be considered an "Interior Lot."

LOT (SITE) COVERAGE - shall mean that portion of a lot or building site which is occupied by any building or structure, excepting paved areas, uncovered parking areas, driveways, walks, lanais, terraces, swimming pools and landscaped areas.

LOT DEPTH - shall mean the average horizontal distance between the front and rear lot lines measured in the mean direction of the side lot lines.

LOT, FLAG - shall mean an interior lot not having direct frontage to a public road or highway, except for a portion of said lot used for access purposes. That portion of a flag lot used for access purposes shall have a minimum width of twenty (20) feet.

LOT, KEY - shall mean any lot where the side property line abuts the rear property line of one or more lots and where said lots are not separated by an alley or any other public way.

LOT, INTERIOR - shall mean a lot other than a corner or reverse corner lot.

LOT LINE - shall mean any line bounding a lot as herein defined.

LOT LINE, FRONT - On an interior lot, the front lot line is the property line abutting the street. On a corner or reverse corner lot, the front lot line is the shorter property line abutting a street, except in those cases where the subdivision or parcel map specifies another line as the front lot line. On a through lot or a lot with three (3) or more sides abutting a street or a corner or reverse corner lot with lot lines of equal length, the Director shall determine which property line shall be the front lot line for the purposes of compliance with yard and setback provisions of this Ordinance. On a private street or easement, the front lot line shall be designated as the edge of the easement.

LOT LINE, INTERIOR - shall mean a lot line not abutting a street.

LOT LINE, REAR - shall mean a lot line not abutting a street which is opposite and most distant from the front lot line. In the case of an irregular-shaped lot, a line within the lot, parallel to and at a maximum distance from the front lot line, having a length of not less than ten (10) feet. A lot which is bounded on all sides by streets may have no rear lot lines.

LOT, REVERSE CORNER - shall mean a corner lot, the side line of which is substantially a continuation of the front lot lines of the lot to its rear, whether across an alley or not.

LOT LINE, SIDE - shall mean any lot line not a front lot line or rear lot line.

LOT, THROUGH - shall mean a lot having frontage on two dedicated parallel or approximately parallel streets.

LOT WIDTH - shall mean the horizontal distance between the side lot lines, measured at right angles to the lot depth at a point midway between the front and rear lot lines.

PARCEL - See LOT.

PARKWAY OR PLANTING STRIP - shall mean a strip between the sidewalk and the street right-of-way line, or between the pavement of a frontage road and the major street, limited access highway or freeway it parallels, which is intended to be planted with trees, shrubs or other vegetation.

PEDESTRIAN WAYS - shall mean right-of-way or easement dedicated and accepted for public use, which provides pedestrian access to adjacent lands. Not intended for use by vehicular traffic.

PLANNING AND ZONING COMMISSION - shall mean the duly appointed members of the Planning and Zoning Commission of Coconino County, Arizona.

PLAT - refers to map in these regulations.

PRELIMINARY PLAT – shall mean a plan for a proposed subdivision of land submitted to Coconino County for analysis and approval as a prerequisite to submission of Engineered Plans for improvements and construction.

RE-SUBDIVISION - shall mean the changing of design, lot lines, size of lots or road alignment of any recorded and approved subdivision in Coconino County, Arizona.

RECORDER - shall mean the Recorder of Coconino County, Arizona.

RESERVE STRIP - shall mean a strip of property, contiguous to a public way, which is offered to the County for street purposes but which offer is rejected by the County until additional adjacent right-of-way is acquired, and across which the access rights are abandoned until such time as additional adjacent right-of-way is acquired by the County.

SETBACK - shall mean the distance between the established lot line and any building.

SETBACK LINE, FRONT YARD - shall mean the line which defined the depth of the required front yard. Said setback line shall be parallel with the street line or the line established by the General Plan and be removed therefrom by the perpendicular distance prescribed for the front yard of the zone in which the property is located.

SETBACK LINE, REAR YARD OR SIDE YARD - shall mean the line which defines the width or depth of the required rear or side yard. Said setback line shall be parallel with the property line, removed therefrom by the perpendicular distance prescribed for the yard of the zone in which the property is located. Where the side or rear yard abuts a street, the distance shall be measured as set forth in the "Setback Line, Front Yard."

SEWAGE DISPOSAL, COMMUNITY - shall mean a sewage disposal system publicly or privately owned and operated which has appropriate legal approval to collect and dispose of domestic and/or industrial wastes.

SITE PLAN - shall mean a plan, prepared to scale, showing accurately and with complete dimensioning, all of the buildings, structures and uses and the exact manner of development proposed for a specific parcel of land.

STANDARD SPECIFICATIONS - shall mean specifications of the County established by the County Engineer, recommended by the Planning and Zoning Commission and adopted by the Board of Supervisors pertaining to the design and installation of subdivisions and all other improvements.

SUBDIVIDER - shall mean any person who causes land to be subdivided into a subdivision for himself or for others, or who undertakes to develop a subdivision, but does not include a public agency or officer authorized by law to create subdivisions.

SUBDIVISION or SUBDIVIDED LANDS - shall mean improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into six or more lots, parcels or fractional interests. Subdivision or subdivided lands include a stock cooperative (as defined in ARS Title 32, Chapter 20, Article 1) and include lands divided or proposed to be divided as part of a common promotional plan. This paragraph shall not apply to leasehold offerings of one year or less or to the division or proposed division of land into lots or parcels each of which is, or will be, thirty-six acres or more in area including to the centerline of dedicated roads and easements, if any, contiguous to the lot or parcel, and provided further that this definition shall not be deemed to include the leasing of agricultural lands, or of apartments, offices, stores, hotels, motels, or similar space within an apartment building, industrial building or commercial building, except that residential condominiums as defined in ARS Title 33, Chapter 9, shall be included in this definition, nor shall this definition include the subdivision into or development of parcels, plots or fractional portions within the boundaries of a cemetery which has been formed and approved pursuant to ARS Title 32, Chapter 20.

VACATED - See ABANDONED.

VICINITY MAP - shall mean a map, chart or diagram showing the geographical location of a proposed development in relationship to the surrounding region as indicated by streets, highways, and other physical features.

WATER SYSTEM, COMMUNITY - shall mean a water system publicly or privately owned and operated which has appropriate approval and legal authorization.

ZONING ORDINANCE - shall mean the Coconino County Zoning Ordinance as adopted by the Board of Supervisors.

## **SECTION III PRELIMINARY PLAT PROCEDURES**

### Section 3.1 - Applicability

The provisions of this Section shall apply to all subdivisions, as defined by this Ordinance, proposed for property located wholly or partially within the unincorporated territory of Coconino County.

### Section 3.2 - Preliminary Plat Required

No Final Plat for subdivision shall be recorded unless an equivalent Preliminary Plat has been approved by the Board of Supervisors pursuant to this Section.

### Section 3.3 - Preapplication Procedures

Prior to the submittal of a Preliminary Plat application, the applicant shall meet with the Director of Community Development, the County Engineer, the County Department of Public Health, the County Emergency Services Coordinator and other County staff requested by the Director of Community Development for advice and assistance regarding filing procedures, improvements required and subdivision design considerations. Concerns set forth in this preapplication conference shall be addressed in the preliminary plat submittal.

The developer should have "sketch" type drawings and documents showing the proposed street layout, topography, drainage issues, and proposed access. The purpose of the preapplication meeting is to provide preliminary identification of issues. It is not intended as a complete analysis. Attendance of the applicant's engineer is strongly encouraged.

### Section 3.4 - Filing of Preliminary Plat

In order to initiate these Preliminary Plat procedures, the applicant shall file thirty-five (35) copies of the plat of the proposed subdivision with the Director. A processing fee of an amount established by resolution of the Board shall be paid by the applicant at the time of filing. If the applicant is not the legal owner of the property to be subdivided, said applicant shall obtain consent to act in the legal owner's behalf prior to filing the plat.

### Section 3.5 - Form of Preliminary Plat

Every Preliminary Plat filed with the Director shall be clearly and legibly drawn. The size of the sheet shall be twenty-four (24) by thirty-six (36) inches. The scale shall be at least one (1) inch equals two hundred (200) feet or larger.

### Section 3.6 - Contents of Preliminary Plat

A. Preliminary Plat shall contain the following information and data:

- a. Name and legal description of property.

- b. Name and address of record owner of property, and of subdivider, if the owner is not the subdivider.
- c. Name and address of person preparing map.
- d. Date of preparation, north arrow, basis of bearings and scale.
- e. Total subdivision acreage and over-all dimensions.
- f. Boundary lines and vicinity map.
- g. Names of adjacent subdivisions and names and addresses of owners of property within 300 feet of the subdivision.
- h. Names, locations, and widths of adjacent streets, roads, highways or ways.
- i. The location, names, areas, pavement width, right-of-way width, proposed grade and curve radii of all roads, streets, highways, and ways in the proposed new subdivision.
- j. Streets and rights-of-way providing legal access to the property.
- k. Accurate contour lines drawn to intervals of one (1) foot to five (5) feet depending on topography. Copies of U.S.G.S. maps are not acceptable. Topography shall extend at least 100 feet into all adjoining properties. This requirement may be waived with approval of the county engineer.
- l. The width and approximate locations of all existing or proposed easements or rights-of-way, whether public or private for alleys, roads, drainage, sewers, public utilities, flood control purposes, or other community facilities.
- m. Lot lines, approximate dimensions, and lot numbers.
- n. Locations and approximate dimensions of proposed public areas.
- o. Land subject to overflow, inundation or flood hazard, including water courses and channels. A preliminary drainage plan including provisions for the disposal of storm water.
- p. Location of all structures, irrigation ditches, pipelines, railroads and other physical features. Plat should indicate which improvements are to remain, be altered or removed.
- q. Existing use of property immediately surrounding the tract.
- r. The area and proposed use of all lots or parcels within the subdivision.
- s. Source of all utilities to service the tract, and method of sewage and garbage disposal.
- t. Existing zoning, proposed zoning, and minimum lot sizes.
- u. Names of all utility companies.
- v. Typical section of proposed roadway to indicate thickness and type of surfacing, thickness of base courses as determined by soil analysis. Design shall be by a qualified soils and testing consultant.
- w. Areas subject to inundation by flooding shall be designated by floodway and 100-year floodplain boundaries. Base flood elevations shall be indicated. Associate reports detailing and documenting this information shall be included. Details and specific requirements shall be confirmed with the County Engineer prior to submission.
- x. In addition to the plat itself, a narrative explaining the components of the subdivision including source of water, fire protection, utilities, wastewater disposal, etc.
- y. List of specific waivers being requested.

### Section 3.7 - Supplementary Contents of Preliminary Plat

In addition to the contents required by Section 3.6, the Director, Engineer and/or Health Authority may require the following supplementary contents:

- a. A report prepared by a sanitary engineer registered in the State of Arizona detailing the proposed method for handling wastewater and its effect on surface and groundwater.

- b. A written comprehensive surface and subsurface hydrology report prepared by a hydrologist detailing the anticipated effect of the subdivision on patterns and volumes of surface flow as well as the quality of surface and groundwater.
- c. A preliminary grading plan detailing cuts and fills for streets, driveways and building pads for property where slopes exceed ten (10) percent. Said plan shall conform to the provisions of the County Grading and Excavation Ordinance.
- d. If the Preliminary Plat is for a condominium or condominium conversion, the applicant shall provide a site plan detailing all existing and/or proposed improvements and building floor plans and elevations. In the case of an air-space condominium or horizontal regime, the Plat shall indicate individual unit locations with respect to property lines.
- e. In addition a traffic study may be required.
- f. Additional information as may be necessary to assure that the proposed Preliminary Plat conforms to the provisions of this Ordinance.

### Section 3.8 - Acceptance of the Preliminary Plat

Upon receipt of a Preliminary Plat application, the Director of Community Development shall review said plat for its consistency with Sections 3.6 and 3.7, and Sections 5 and 6 of this Ordinance. Once the Director has determined that such consistency does exist, the plat is then formally accepted for filing. The Director shall notify the applicant in writing when formal acceptance is effective. If the plat does not meet the requirements of said Sections, the Director shall inform the applicant of the corrections necessary and withhold acceptance until corrections are made.

### Section 3.9 - Action of the Director

Upon formal acceptance of the preliminary plat, the Director shall assign a tract number to the application and schedule a meeting to discuss the plat with local officials representing utilities, agencies and units of government that may be affected or have a pertinent interest in the subdivision. Said meeting shall be scheduled within 20 days of formal acceptance of the plat. The Director shall then make an investigation of the preliminary plat and shall prepare a report thereon which shall be submitted to the Commission and to the applicant prior to the public hearing provided for in Section 3.10.

### Section 3.10 - Public Hearing and Notice

The Planning and Zoning Commission shall hold at least one public hearing on each Preliminary Plat. Said hearing shall be conducted within sixty (60) days of formal acceptance of the Plat. Notice of a public hearing shall be given not less than fifteen (15) days and not more than thirty (30) days prior to the date of the hearing by publication in a newspaper of general circulation, posting the subject property, and mailing notification to all persons whose names appear on the latest adopted tax roll of Coconino County as owning property within 300 feet of the exterior boundaries of the subdivision that is the subject of the hearing.

### Section 3.11 - Responsibilities of the Commission

The Planning and Zoning Commission shall act as the advisory agency to the Board of Supervisors. After conducting a duly noticed public hearing, the Commission shall make a recommendation to the Board on the proposed Preliminary Plat. Said recommendation may be for conditional approval or denial of the plat.



If the Commission is to recommend conditional approval, said recommendation shall be based upon the Plat's conformity to all of the following findings:

1. That the proposed subdivision conforms to the goals, objectives and policies of the Coconino County Comprehensive Plan and its amendments.
2. That the design of the proposed subdivision will not cause substantial environmental damage and will not present serious public health problems.
3. That the site of the proposed subdivision is physically suitable for the proposed type and density of development.
4. That the proposed subdivision is consistent with provisions and intent of zoning regulations applicable to the property.
5. That the proposed subdivision conforms with the improvement and design standards set forth in this Ordinance.

If the Commission is unable to make a recommendation due to the lack of sufficient votes or because additional consideration is necessary, the Commission may continue the Preliminary Plat to its next regularly scheduled public hearing or other such hearing as agreed upon between the Commission and the applicant. If the Commission fails to gain a quorum, the Preliminary Plat shall be automatically continued to its next regularly scheduled meeting.

#### Section 3.12 - Referral to the Board

The Commission shall refer its recommendation for the Preliminary Plat to the Board of Supervisors within 30 days of its approval. The Board shall then schedule the Preliminary Plat for public hearing pursuant to the same time and noticing requirements set forth under Section 3.10

#### Section 3.13 - Responsibilities of the Board

After conducting a duly noticed public hearing, the Board shall conditionally approve or deny the proposed Preliminary Plat after considering the recommendations of the Commission and Director, and testimony of the applicant and interested individuals. An action to conditionally approve shall be based upon the Plat's conformity to all of the findings set forth under Section 3.11. Note: conditional approval does not imply permission to begin construction until construction plans have been approved by the County Engineer (see Section 3.17).

If the Board is unable to make a recommendation due to the lack of sufficient votes or because additional consideration is necessary, the Board may continue the Preliminary Plat to its next regularly scheduled public hearing or other such hearing as agreed upon between the Board and the applicant. If the Board fails to gain a quorum, the Preliminary Plat shall be automatically continued to its next regularly scheduled meeting.

#### Section 3.14 - Revised Plats

The conditional approval by the Commission and/or Board of Supervisors of any revised Preliminary Plat shall annul all previous approvals thereof but shall not be construed as extending the time within which the Final Plat shall be filed. Any revised Preliminary Plat shall comply with the requirements in effect at the time such revised plat is considered by the Commission. Such revised plat shall show all of the information as required by this Section insofar as any changes that may have been made on the Plat. Note:

conditional approval does not imply permission to begin construction until construction plans have been approved by the County Engineer (see Section 3.17).

#### Section 3.15 - Expiration of Approval; Extension of Time

The conditional approval of a Preliminary Plat shall expire after eighteen (18) months from the date approved by the Board unless within that period a Final Plat shall have been filed with the Recorder or unless on timely written application from the subdivider, the Board shall have extended said period. An extension not exceeding two (2) years may be granted by the Board if the subdivider is actively processing the Final Plat. Additional one year extensions may be granted by the Board if conditions on the property or on surrounding properties have not changed and the ordinance and other development standards have not changed.

#### Section 3.16 - Refiling Following Disapproval

In the event that a Preliminary Plat is disapproved by the Board, a similar Preliminary Plat of the same area or portion thereof may not be refiled for at least six (6) months from the date of disapproval by the Board. In the event a new Plat is refiled, all fees shall be paid.

#### 3.17 Engineered Plans – Submission and Approval

Plans and specifications for all improvements must be submitted to and accepted by the County Engineer. In conformance with Arizona Revised Statutes 32-141 and 32-142 all Engineered Plans shall be prepared by a registrant in the appropriate category – plans created by non-registrants will not be accepted. Criteria for Engineered Plans are shown in Sections V and VI of this ordinance.

##### *The following must be in place prior to beginning construction:*

- A. County Engineer's letter of approval of construction plans and specifications for proposed improvements including but not limited to roads, structures, utilities, and drainage appurtenances.
- B. Grading and excavation permit (required by Coconino County Ordinance No. 78-1) must be issued before beginning any earth work.

## **SECTION IV FINAL PLAT PROCEDURES**

### Section 4.1 - Applicability

The provisions of this Section shall apply to all subdivisions, as defined by this Ordinance, proposed for property located wholly or partially within the unincorporated territory of Coconino County.

### Section 4.2 - Final Plat Required

No division of land, either by recordation of a plat, conveyance or other similar action which, by definition, constitutes a Subdivision shall be permitted unless a Final Plat is approved by the Board pursuant to this Section.

### Section 4.3 - Deadline for Recordation of Final Plat

Within eighteen (18) months after approval or conditional approval of the Preliminary Plat by the Board of Supervisors, the subdivider may cause the subdivision or any part thereof to be surveyed and a Final Plat to be prepared in conformity with the Preliminary Plat as approved. Failure to record a Final Plat within the eighteen (18) month time period, or date of any time extension thereof which may be granted by the Board of Supervisors, shall terminate all proceedings, and the plat and all accompanying materials shall be null and void.

### Section 4.4 - Filing of Final Plat

The Final Plat will only be accepted after certification by the County Engineer that all improvements are in place and have been accepted or if financial arrangements have been made between the developer and the Board to guarantee construction to approved standards within a specified period of time.

In order to initiate these Final Plat procedures, the applicant shall file one reproducible original and ten (10) copies of the Final Plat with the Director. A processing fee of an amount established by resolution of the Board shall be paid by the applicant. In addition, a Certificate of Approval to Construct Water and Wastewater Systems or similar authorization issued by the appropriate health authority must accompany an application for Final Plat approval.

### Section 4.5 - Form of the Final Plat

- a. The Final Plat shall be legibly drawn, printed or reproduced by a process guaranteeing a permanent record in black ink on tracing cloth or polyester base film or other approved dimensionally stable medium that when filed, good legible blue-line prints and negatives can be made therefrom. Certificates, affidavits and acknowledgments shall be legibly stamped or printed upon the plat with black opaque ink. All signatures shall be signed in black waterproof Indian Ink, with the ink surface coated with a suitable substance when used on polyester based film to assure permanent legibility.
- b. The size of each sheet shall be twenty-four (24) inches wide by thirty-six (36) inches long, and shall include all affidavits, certificates and acknowledgments. Map size may be reduced to 18" x 24" upon approval of the Director.

- c. A margin line shall be drawn completely around each sheet, leaving an entirely blank margin of two (2) inches.
- d. The scale of the map shall be a minimum of one (1) inch equals two hundred (200) feet.
- e. The exterior boundary of the subdivision shall be indicated by a black border.
- f. Each sheet shall be numbered, the relation of one sheet to another clearly shown, and the total number of sheets used shall be set forth on each sheet.
- g. The tract number, scale and north arrow shall be shown on each sheet.

#### Section 4.6 - Title Sheet

Every Final Plat shall have a Title Sheet either as a separate page or as part of the Final Plat. Said Title Sheet shall contain the following:

- a. The tract number and tract name shall comprise the title.
- b. Below the title shall be a sub-title consisting of a general description of all the property being subdivided, by reference to subdivisions or to sectional surveys.
- c. References to subdivisions shall be worded identically with original records, with references to the books and pages of the subdivision.
- d. Affidavits, certificates, acknowledgments, endorsements, acceptances of dedication and notarial seals required by law and by these regulations shall appear on the title sheet.
- e. The title sheet shall show the basis of bearings.
- f. A vicinity map showing the proposed subdivision and surrounding subdivisions and streets located within one-half (1/2) mile radius of the boundaries of the proposed subdivision shall appear on the title sheet.
- g. Where the size of a subdivision permits, in lieu of a title sheet, the information prescribed in this section may be shown on the same sheet as the Final Plat.

#### Section 4.7 - Final Plat Contents

The Final Plat shall contain the following:

- a. The tract number and tract name, date of preparation, north arrow, basis of bearings and scale.
- b. The locations and names of streets; the center lines thereof, the lengths, tangents, radii and central angles, the total widths of each street and the width on each side of the center line, the width of the street being dedicated and the width of existing dedications, if any. Note: Final Plats will not be approved before legal access has been obtained.
- c. The locations and widths of pedestrian ways.
- d. The locations and dimensions of public areas and the net acreage, to the nearest one-hundredth (1/100) of an acre, contained therein.
- e. The center lines, widths and side lines of all easements to which the lots are subject, the date on which the easement was created, and the Book and Page Number of the County Recorder's Records in which the easement appears. If the easement is not definitely located of record, a statement as to the easement shall appear on the title sheet. Easements for storm drains, sewers and other similar purposes shall be denoted by broken lines. Easements shall be clearly labeled and identified and if already on record, precise reference to the records given. Easements being dedicated shall be so indicated in the certificate of dedication.
- f. Locations and widths of drainage channels.
- g. Locations and widths of utilities rights-of-way.
- h. Location and widths of railroad rights-of-way.

- i. Limitations on rights of access to and from streets and lots and other parcels of land.
- j. Locations and widths of reserve strips.
- k. Locations, widths and names of streets, and pedestrian ways adjacent to the proposed subdivision.
- l. Locations of boundary lines.
- m. The net dimensions and area of each lot. No ditto marks shall be used. Sufficient data shall be shown to determine readily the bearing and length of each lot line. On lots containing one (1) acre or more, the Final Plat shall show net acreage to the nearest one-hundredth (1/100) of an acre.
- n. All lots numbered consecutively, commencing with the number "1", with no omissions or duplications.
- o. All dimensions in feet and decimals of a foot, to the nearest 100th.
- p. The following surveying data:
  - 1. The radius, arc length and central angle of curves.
  - 2. Suitable primary survey control points including section corners and survey monuments existing outside of the proposed subdivision.
  - 3. The location and physical description of all permanent survey monuments within the proposed subdivision.
  - 4. Ties to and names of adjacent subdivisions.
  - 5. Ties to any city and county boundary lines involved.
- q. The following certificates:
  - 1. A certificate signed and acknowledged by all parties having any record title or interest in the land subdivided consenting to the preparation and recordation of said plat.
  - 2. A certificate signed and acknowledged by all parties having any record title or interest in the land subdivided offering for dedication all parcels of land, streets, pedestrian ways, drainage channels, easements and other rights-of-way intended for public use.
  - 3. A certificate signed and acknowledged by all parties having any record title or interest in the land subdivided offering for dedication rights of access to and from prescribed streets, lots and parcels of land.
  - 4. A certificate for execution by the Secretary of the Planning Commission on behalf of the Planning and Zoning Commission.
  - 5. A certificate for execution by the County Engineer.
  - 6. A certificate for execution by the Health Authority.
  - 7. A certificate for execution by the Chairman of the Board of Supervisors, and Clerk of the Board.
  - 8. A certificate for execution by the Title Company Officer.
- r. An irrevocable offer of dedication for all lands proposed for public purposes.

#### Section 4.8 – Preparation of the Final Plat

Final Plats shall be prepared by a Land Surveyor registered in the State of Arizona and must bear the seal and signature of that professional. The Final Plat must meet the current minimum standards for surveying practice within the State of Arizona as established by the Arizona State Board of Technical Registration.

#### Section 4.9 - Acceptance of Final Plat

Upon filing of the Final Plat and supplemental materials, the Director shall review the Plat for its conformity with the requirements of this Ordinance. The submittal must demonstrate that all conditions of approval of the preliminary plat have been met. If necessary, the Director shall notify the applicant of

required corrections. If the Plat meets these requirements, the Director shall set a ministerial hearing before the Board to consider the Final Plat.

#### Section 4.10 - Ministerial Hearing by the Board

Within 30 days upon acceptance for filing pursuant to Section 4.8, the Board shall conduct a ministerial hearing to consider the Final Plat. The Board shall approve the Plat if the following criteria are met:

1. That the Final Plat conforms to the approved Preliminary Plat or portion thereof.
2. That all conditions required by approval of the Preliminary Plat have been met or satisfactorily guaranteed.
3. That all improvements required by this Ordinance have been properly installed or satisfactorily guaranteed by Bond.

#### Section 4.11 - Signatures and Recordation

Upon approval of the Final Plat by the Board, the Director shall obtain all necessary certificatory signatures required by Items 5, 6, 7 and 8 of Section 4.7.q of this Ordinance. After all the signatures have been obtained, the Director shall return the Plat to the applicant who is responsible for recordation.

#### Section 4.12 – Digital Submission of Final Plat

In addition to the hard copy final plat submitted for recordation, applicants are required to submit a digital copy of the subdivision plat. The digital copy submission shall not substitute for any contents of the final plat listed in Section 4.7. The digital copy submission will expedite the subdivision process as well as provide economies in maintaining an accurate countywide parcel base map in geographic information systems.

In addition to the current hard copy submission requirements, the following are required:

1. Digital files should be submitted in AutoCAD or other approved computer aided drafting (CAD) software format with a digital survey plan submission form or directly to the Geographic Information Systems Department via e-mail as explained in the Digital Submission Requirements Document.
2. The digital files should be named according to naming conventions explained in the Document.
3. The DXF file should only have those layers as listed in the Document.
4. There shall be an indication of whether the submission is tied to Control and to which control.
5. If projected, the projection parameters should be provided with the file.

#### Section 4.13 - Dedications

- A. All streets, highways and alleys, and other parcels of land intended for public use including but not limited to roads, and easements required for flood control, drainage and utilities, shall be offered for dedication to the public by owner's certificate as a part of the Final Plat. No utility easement or other right-of-way shall be granted within proposed County maintained street dedications. Necessary rights-of-way outside of the tract boundary must be processed by separate instruments.

- B. An offer of dedication, from a subdivider or other individual to the County for a street, pedestrian way, drainage channels, easements and other rights-of-way shown on the Final Plat as may be intended for public use either immediate or future does not constitute public ownership or responsibility, until the Board of Supervisors formally accepts said offer of dedication by separate instrument.
- C. The Planning Commission and Board of Supervisors may require such dedications for street openings or widening, or easements, on-site physical improvements and design requirements as are not inconsistent with those prescribed for subdivisions under the provisions of these regulations.

#### Section 4.14 - Agreements and Performance

- A. (1) Final Plat shall not be submitted nor accepted before all improvements and construction are complete and have been inspected. All improvements and construction shall be inspected by the County Engineer for conformance with the engineered plans for improvements and construction. The County Engineer will submit his opinion of the acceptability of construction and improvements to the Director of Community Development prior to submission of the Final Plat. Should the actual construction of improvements be found to be contrary to the Engineered Plans or contrary to good construction practices the County Engineer will recommend denial of Final Plat; OR  
  
(2) The Final Plat will be submitted to the Board for approval if the construction and improvements have been accepted or if a cash deposit or other financial arrangement acceptable to the County have been made between the subdivider and the Board. In the event the subdivider fails to perform within the time period allotted by the Board, then after reasonable notice to the subdivider of default, the County may do or have done all work and charge the subdivider's deposit with all costs and expenses incurred.
- B. No progress payment for work completed shall be made except upon certification by the County Engineer for the release of cash deposits, or that the work covered thereby has been satisfactorily completed. When the work is done in units, no such progress payment shall be made for more than ninety (90) percent of the value of any installment of work until the entire project has been completed and approved by the County Engineer.
- C. Whenever any part of a subdivision is subject to a lien for taxes or special assessments collected as taxes which are not yet payable, the Final Plat shall not be recorded until the owner or subdivider executes and files with the Board a cashier's check to insure to the benefit of the County an amount commensurate to all aforementioned taxes of special assessments.
- D. The subdivider shall furnish the County Engineering and County Planning Departments each one (1) reproducible copy of the Final Plat with all signatures, printed on polyester based film or other approved dimensionally stable medium.

## **SECTION V**

### **SUBDIVISION DESIGN STANDARDS**

#### Section 5.1 - Applicability and Purpose

This Section establishes standards governing the design of subdivisions proposed for property in unincorporated Coconino County.

#### Section 5.2 – Road Design Standards

- A. 1. All roads within and pertinent to the subdivision whether public or private shall conform to the most current version of the Coconino County Road Design Standards (initially adopted by the Coconino County Board of Supervisors on August 7, 2000). A waiver for paving or other requirements for roads which will remain private may be requested from the Planning and Zoning Commission at the preliminary plat stage (see Section VII).
- 2. The most recent versions of the Coconino County Road Design Standards, the Coconino County Engineering Design & Construction Criteria, and the Coconino County Drainage Criteria shall all be part of this ordinance as if printed herein.



# ROAD DESIGN MINIMUM STANDARDS

## SUMMARY TABLE

Road Style #	Designation	Maximum Vehicle Lanes	Access Control	Terminate At	Design Avg. Daily Traffic (ADT) (1)	On-Street Parking	Bicycle Provision	Min. R-O-W (1,3,4)	Min. Imp. Surf. (7)	Min. Imp. Surf. With Sep. Bike Lanes (7)	Ped. Path Req'd ? (8)	Min. Path Width	S. W. Dist. From Curb Face	Min. Sight Dist.	Max. Grade (Density Based)	Max. Cul-De-Sac Length	Min. Cul-De-Sac Radius (R-O-W)	Min. Paved Radius	Design Speed M.P.H.	Min. C. L. Radius	Min. Tangent Length
1	Narrow Residential Local	2 thru lanes, no turn lanes	Partial control	Residential Local, Minor Collector, Connector	250	Only on lots greater than .25 acres	Bikes in vehicle lanes	50'	24'	N/A	No	N/A	N/A	150'	10%	600' (5) 1,200' (6)	50'	40'	20	150'	75'
2	Residential Local	2 thru lanes, no turn lanes	Partial control	Minor Collector, Major Collector, Connector	1000	Yes, if width is available	Bikes in vehicle lanes	50'	26'	N/A	No	4'	6'	200'	10%	600' (5) 1,200' (6)	50'	40'	25	150'	75'
3	Minor Collector or Connector	2 thru lanes, no turn lanes	Partial control	Connector, Major Collector, Minor Arterial	2500	Yes, if width is available	Bikes on separate paths	60'	28'	28'	Yes	5'	6'	200'	8%	N/A	N/A	N/A	25	150'	100'
4	Major Collector or Connector	2 thru lanes, turn lanes as needed, 2-way left turn only with 3-lane total	Partial control	Major Collector, Minor Arterial, Major Arterial	7,000	Yes, if width is available	On-street bicycle lanes	60'	36'	28'	Yes	5'	6'	250'	8%	N/A	N/A	N/A	35	250'	100'
5	Minor Arterial	2 – 4 thru lanes, 2-way left turn only with 3-lane total	Partial control	Minor Arterial, Major Arterial	15,000	Yes, in comm. areas only	On-street bicycle lanes	80'	51'	41'	Yes	5'	10'	250'	6%	N/A	N/A	N/A	35	350'	100'
6	Major Arterial	2 – 4 thru lanes, 4 lane maximum	Partial control	Major Arterial, Freeway	25,000	Yes, in comm. areas only	On-street bicycle lanes	120'	70'	60'	Yes	6'	10'	250'	4%	N/A	N/A	N/A	35	350'	100'

Minimum shoulder width for all streets shall be 2 feet.

- (1) Slope easements not allowed. 1 additional room is required to daylight slopes, additional R-O-W will be required. Widening R-O-W to daylight shall be done on an intersection by intersection basis. R-O-W must be dedicated in the following widths only: 50 feet; 60 feet; 70 feet; 80 feet; 90 feet; 100 feet; 120 feet.
- (2) As determined from the most recent "ITE Trip Generation Manual".
- (3) 1:1 Back slopes allowed when approved by a geotechnical engineer.
- (4) R-O-W widths shall be designated from intersection to intersection.
- (5) If densities are greater than one dwelling unit per acre.
- (6) If densities are less than one dwelling unit per acre.
- (7) It is the developer's choice whether the bike lanes are included with the improved street surface, or constructed as separate paths.
- (8) Trails may be required if mandated by pedestrian plan.

3. It is not possible to separate good engineering practice and road design from drainage design. The typical ditches shown in the County Road Design Standards may prove inadequate for drainage on some topography. The County Engineer may specify that the ditch size will be determined from the Coconino County Drainage Criteria in these cases.
  4. Even if waivers are granted from the road standards, all roads constructed in Coconino County must be capable of transporting fire and other emergency vehicles. In order to comply with this requirement all roads, including emergency access, must have all weather capability, minimum 14 feet overhead clearance, and a 20 foot or wider surface capable of supporting vehicles weighing 42,000 pounds or more. In general, no combination of circumstances will be considered sufficient to negate this requirement and permission to construct will not be granted for any road which does not meet these criteria. Nothing in this paragraph shall be construed as modification of the necessity to conform to the Coconino County Road Design Standards and good engineering practice.
- B. Street jogs of less than 150 feet shall not be permitted: Streets located on opposite sides of an intersecting street shall have their center lines directly opposite each other where it is possible; otherwise the center line shall be separated by not less than 150 feet.
- C. Continuation of Existing Streets: Subdivision streets which constitute continuation of streets in contiguous lands shall be aligned so that their center lines coincide. Where straight line continuations are not physically possible, such center lines shall be continued by curves. The continuation of a street in contiguous territory may be required by the Planning and Zoning Commission where such continuation is necessary to maintain the function of the street, or a desirable existing pattern of streets and blocks in the surrounding area.
- D. Intersections: Street intersections shall be as near right angles as practicable. In no case shall the angle of intersection be less than 75 degrees.
- E. Where connections are required to proposed streets on adjoining unsubdivided property temporary turnarounds shall be provided to the specifications of the County Engineer. This section shall only apply when the adjacent unsubdivided property is included in an approved development plan.
- F. Street Names: New street names shall not duplicate or be similar to those already existing, and where streets are continuations of existing streets, the existing street name shall be used.
- G. Design Practice: Every design will have a unique set of requirements which will result in a unique design. Nevertheless, certain principles and practices are commonly accepted as “good” engineering, surveying, and design – these will be adhered to in Coconino County. The following manuals have been adopted by the Coconino County Public Works Department as standards for design practice and designs submitted to the County will be judged for conformance to the principals and practices therein:
1. Coconino County Road Design Standards Manual published by the Coconino County Public Works Dept.
  2. Coconino County Drainage Design Criteria Manual published by the Coconino County Public Works Dept.

3. Uniform Standard Specifications And Details for Public Works Construction ( MAG SPECS ) Manuals published by the Maricopa Association of Governments. A copy may be viewed at the Coconino Public Works Dept. in Flagstaff.
4. Coconino County Engineering Design & Construction Criteria Manual published by the Coconino County Public Works Dept.

### Section 5.3 - Lot Design

- A. Every lot proposed on the Plat shall contain a usable building site within the area unencumbered by the setbacks required by the applicable zoning regulations. A usable building site shall have slopes no greater than 25 percent and shall not be within the floodway of the 100 year flood.
- B. No lot shall be divided by a city, county, school district or other taxing agency boundary.
- C. Every lot shall conform to the lot area, width, depth and frontage requirements of the applicable zoning regulations.
- D. Every lot shall have street frontage which is physically usable for construction of driveway access after street grading is completed.
- E. Side lot lines shall be at approximately right angles to the street lines, except where terrain makes such design impractical.
- F. Corner lots may be required to be wider than interior lots to provide for setback requirements.
- G. No lot shall have double frontage except where necessary to provide separation of residential development from traffic arterials or to overcome topographic or orientational difficulties.
- H. All lots shall be laid out so as to provide positive drainage away from all buildings and building site areas.
- I. In all residential subdivisions, lot layout shall be designed so as to discourage through traffic on local streets. No lot shall gain access via arterial highways.

### Section 5.4 - Blocks

Block Length: Blocks shall not exceed 1,320 feet in length except where necessitated by topographic or other physical conditions to secure efficient use of the land for street design. Long blocks shall be provided adjacent to major and secondary streets in order to reduce the number of intersections. Blocks less than 450 feet in length may be cause for disapproval of the Preliminary Plat.

Pedestrian ways: Pedestrian ways six (6) feet wide shall be provided in blocks over 1,320 feet in length or where deemed by the Board to be necessary for the public safety and convenience.

Block Depth: The depth of blocks shall be sufficient to allow for two (2) tiers of lots with rear easements as required.

### Section 5.5 - Utility Easements

The Plat shall indicate all utility easements for electrical, gas, water, CATV, sewer and other such services. The design of such easements shall meet the standards and specifications of the utility service provider and the County Engineer.

### Section 5.6 - Watercourses

In the event that the subdivision is bordered or traversed by any natural or manmade watercourses, channels, streams, or creeks, the subdivider shall dedicate rights-of-way or easements for storm drainage purposes conforming substantially with the lines of such watercourses, channels, streams or creeks, and shall dedicate such additional rights-of-way as shall be required by the County Engineer for structures or channel changes for disposal of surface and storm water, or for vehicular access along the watercourse necessary to permit the proper maintenance thereof when such maintenance is the responsibility of a public body.

### Section 5.7 - Ponding Areas

Areas which are subject to the ponding of surface water shall not be subdivided until necessary drainage measures have been taken or are required to be taken as a condition of Preliminary Plat approval. The County Engineer shall make an investigation and report to the Board of Supervisors on the adequacy of measures taken by the subdivider to correct the problem, prior to recordation of the Final Plat.

### Section 5.8 – Additional Requirements

The following additional requirements or standards may also be appropriate and/or necessary:

- A. Current National Fire Protection Standards.
- B. Current Uniform Building Code Standards including Coconino County amendments.
- C. Current OSHA Standards.
- D. Current ASTM standards.
- E. Current AASHTO Standards.
- F. Current ADOT Standards or Requirements.
- G. U.S. Army Corps of Engineers, Arizona Department of Environmental Quality, or other regulatory agencies Standards or Requirements.
- H. Current Coconino County codes and ordinances.
- I. Americans with Disabilities Act Guidelines.

## **SECTION VI IMPROVEMENTS & CONSTRUCTION**

### Section 6.1 - Applicability and Purpose

This Section establishes improvement schedules required for subdivisions proposed for property in unincorporated Coconino County. These improvement schedules represent minimum standards. In no way do these schedules prohibit the Commission and/or Board from requiring additional improvements if such improvements are found necessary pursuant to the findings set forth under Section 3.11 of this Ordinance.

### Section 6.2 – Engineered Plans Required

- A. Engineered plans shall be required for all improvements required by this Section and/or proposed by the subdivider. Such plans shall show the type and location of all required, proposed and existing improvements and service facilities.
- B. All engineered plans shall be submitted to the County Engineer and shall be approved by said Engineer before submission of a final subdivision map to the Board. Said approval shall only be made if the improvements indicated by the engineered plans are found to be in conformance with the requirements of this Section and the specifications of the County Engineer. Said approval shall be in writing. No improvements shall be constructed and/or installed until an engineered plan indicating such improvements has been approved pursuant to this paragraph.
- C. All improvements constructed or installed in subdivisions, other than rough grading for physical access, whether such work is required by the county or is done at the option of the subdivider, shall be in conformity with plans and specifications (Engineered Plans ) as approved by the County Engineer. It shall be the responsibility of the developer to submit the Engineered Plans to the County Engineer after Board approval of the Preliminary Plat and prior to construction. No construction shall occur before the County Engineer has issued a letter of approval of the Engineered Plans and a grading permit. It shall be the responsibility of the developer to contact the County Engineer during the course of construction to provide evidence to the satisfaction of the County Engineer that actual construction conforms to the approved Engineered Plans and to current accepted practice. The evidence provided for materials shall conform to the procedures and specifications in the current version of MAG Specs, Section 700. After satisfaction of conformity and completion of construction the County Engineer will issue a letter of acceptance of improvements to both the developer and to other County Departments.

If the roads are to become public roads, the date of acceptance of improvements by the County Engineer will be the start of a one year waiting period for County Acceptance of roads into the County public road system. After one year the roads will be inspected for defects. After correction of defects (if any), the County Engineer will issue a letter of approval to the Board recommending acceptance into the public system. The roads will remain the responsibility of the developer or such parties as agree to or assume that responsibility until formal Board acceptance of the roads.

- D. Contractors shall secure an Encroachment Permit for all work done in connection with subdivision projects within County right-of-way.
- E. Improvements proposed or required on State Highway rights-of-way shall be included in the improvement plans and designed to Arizona Department of Transportation standards. Prior to

approval by the County Engineer, the subdivider's engineer shall acquire the Department of Transportation's approval of such improvements.

### Section 6.3 - General Requirements

- A. Improvements installed in subdivisions shall be constructed in conformance to the County standards.
- B. In the absence of a standard for an improvement, the County Engineer may establish a standard in keeping with good construction and engineering practices.
- C. All drainage shall be designed and constructed in conformity with the Coconino County Drainage Design Criteria Manual.
- D. Structural roadbed section shall be designed using recognized design methods, employing engineering soils analysis and determination of traffic evaluation.
- E. The street pattern in the land development shall not landlock adjacent property or preclude access to public land.
- F. When located under the pavement, utility mains, utility services and/or conduit shall be installed before the final street surfacing is installed. Said utilities shall be stubbed to each parcel and identified.
- G. No subdivision shall be approved or recorded until provisions have been made to ensure that an improved public access road, approved by the County Engineer, is provided from the subdivision to a county, state, or federally maintained road. The improvement width of the access road shall be the minimum required for the type of road as indicated in Section 5.1 and defined in the Coconino County Road Design Standards Manual.

Public access means a dedication or offer of dedication to the County, or a permanent written easement from the State or Federal Governments. For the purpose of these regulations, Forest Service roads are not considered as adequate access, unless otherwise determined and approved as such by the Planning and Zoning Commission upon recommendation of the County Engineer.

- H. All lot and tract corners, angle points, curve tangent points, street intersection center points, and street curve endpoints (along center line) shall be identified with permanent monuments subject to the standards and specifications of the Engineer. The location and physical description of each of these monuments shall be described on the Final Plat.
- I. All streets in a subdivision shall be named and identified by signs installed at the subdivider's expense. Such signs shall be standard street signs as indicated in the current edition of the Manual of Uniform Traffic Control Devices. All traffic control signs in a subdivision shall be provided by the subdivider and installed in conformance with said manual.
- J. The subdivider shall provide the County Engineer with a set of "As-Built" construction plans, produced by a registered engineer or land surveyor, detailing completed improvements as they have been constructed. "Red Lined" or hand annotated copies of plans will not be accepted. These "As-Built" plans shall be submitted before release of bonds and before acceptance of roads by the County. This requirement may be waived if it is determined that the roads will be private and have no potential of future acceptance by the County as public roads.

#### Section 6.4.1 - Schedule A Subdivision

Any division of land into six (6) or more parcels, in which the average single-family lot size is 43,560 square feet or less in net area or in which such parcels are for the purpose of multiple-family, commercial or industrial uses, shall be defined as a Schedule "A" Subdivision. The minimum improvements for a Schedule "A" Subdivision shall be as follows:

- A. Roads and Streets: All roads and streets including access roads (See Section 6.3.G) within and/or pertinent to the subdivision shall be paved with asphaltic concrete or equivalent and chip sealed according to the standards and specifications of the Engineer.
- B. Concrete sidewalks, paved or unpaved pedestrian paths, bike paths, equestrian trails, concrete curbs and gutters may be required, and when installed, shall be placed in conformance with County standards.
- C. Domestic Water: The minimum requirement for domestic water supply and distribution system is as follows:
  - 1. Water Supply: 350 gallons per day per single-family lot and 450 gallons per day per lot for all other lots, in all cases deliverable in a four-hour period.
  - 2. Piped water systems, stubbed out to each lot.
  - 3. Minimum Service Connections: Single-family residence lot--3/4 inch; multiple-family residence lot--1 inch.
  - 4. Minimum pressure to be 20 psi with a workable pressure of 40-90 psi.
- D. Fire Protection: The minimum requirement for fire protection facilities in residential zones that do not allow multi-family residential uses shall be as follows:
  - 1. No Schedule "A" Subdivision shall be established in any area except where fire protection services are provided by either a fire district or association established pursuant to State law.
  - 2. Type of fire hydrant and connection as approved by the agency providing fire protection.
  - 3. Hydrants located one at each street intersection, but not greater than 500 feet apart in any direction connected by a minimum 6 inch water line.
  - 4. Minimum flow of water which a system shall be capable of delivering at any hydrant: 1000 gallons per minute at 20 pounds per square inch flowing pressure above the average daily consumption.
  - 5. For the purposes of this section, 50 gallons per minute is established as the average daily domestic consumption rate for the area served by one fire hydrant.

In zones that allow multi-family residential uses, the minimum fire protection shall be 1000 gallons per minute at 20 pounds per square inch flowing pressure above the average daily domestic consumption.
- E. Sewage Disposal: The minimum requirement for sewage disposal shall be as follows:
  - 1. Connection to an existing collection system is required, or
  - 2. If an existing collection system is not available, then an engineered treatment collection system shall be required. Operation of a treatment system, including collection, treatment and disposal system shall require either the formation of a sanitary district, or annexation to an existing district. If the County Health Authority determines that satisfactory individual disposal systems

can be provided, the Board may permit such systems in lieu of a treatment plant and collector system.

F. Fences: Minimum fencing requirement shall be as follows:

1. Six-foot fence shall be installed along any canal, open drain and expressway to the specifications of the County Engineer and Director of Community Development.
2. Perimeter Fencing: In order to protect property to be subdivided from intrusion by livestock, perimeter livestock fencing may be required by the Planning and Zoning Commission. Such fencing shall be as required by the Commission and to the specifications of the County Engineer and the Director of Community Development.

G. Drainage: The subdivider shall install such drainage structures, including storm sewers, drainage channels and drainage pumps, as may be necessary for adequate drainage of surface and storm waters, and further including means for the disposal of surface and storm waters generated by the subdivision. Disposal of surface and storm waters into drainage wells or sewer lines shall not be permitted. The determination of necessary drainage facilities is to be made in accordance with an approved hydrology report.

Where facilities for the disposal of surface and storm waters are not available, immediately adjacent to the proposed subdivision, the County Engineer may require the construction of off-site and on-site drainage facilities as may be necessary.

H. Electrical and Communication Facilities: Minimum requirement for electrical and communication facilities shall be as follows:

1. Electrical and communication facilities shall be installed underground.
2. All service shall be in conformity with the provisions of Administrative Rules and Regulations of the Arizona Corporation Commission.

I. Solid Waste: Subdividers shall indicate on the Final Plat the distances to approved sanitary disposal sites. If none is within a reasonable distance (less than ten miles), a sanitation district shall be formed to insure that adequate provision shall be made for the construction, operation and maintenance of a sanitary landfill before the Final Plat is approved, as required by the Health Authority, County Engineer, and Sanitary Landfill Division. This requirement may be waived by the County Health Department if it is determined that adequate private collection services are available to the subdivision.

J. Street Lights: Shielded low pressure or high pressure sodium street lights may be required and installed in conformance with American National Standards Institute/Illuminating Engineering Society No. RP-8. Operation and maintenance of said lighting shall be done by an improvement district pursuant to A.R.S. Section 11-758.

#### Section 6.4.2 - Schedule B Subdivision

Any division of land into six (6) or more parcels, in which the average single-family lot size is greater than 43,560 square feet in net area and less than or equal to 5 acres in net area, shall be defined as a Schedule "B" Subdivision. The minimum improvements for a Schedule "B" Subdivision shall be as follows:



- A. Roads and Streets: All streets including access roads (See Section 6.3-G) within and/or pertinent to the subdivision shall be paved with asphaltic concrete or equivalent and chip sealed according to the standards and specifications of the Engineer. However, in subdivisions where the minimum lot size is 2 ½ acres or greater and if such roads and streets are proposed to be privately owned and maintained, then a waiver from the paving requirement can be requested providing that the roads are still improved to the standards and specifications of the County Engineer. If roads are to be private, each map sheet of the recorded Final Plat shall state: "ALL ROADS AND STREETS ARE PRIVATELY OWNED AND ARE TO BE MAINTAINED BY THE PROPERTY OWNERS." Similarly, signs noting the private status of interior roads shall be posted at the entrance(s) to the subdivision. Said signing shall be subject to the approval of the Director of Community Development.
- B. Asphalt or decomposed granite sidewalks, paved or unpaved pedestrian paths, bike paths, and equestrian trails may be required, and, when installed, shall conform to County standards.
- C. Domestic Water: The subdivision shall be provided by a community water distribution system adequate to meet residential needs. The specific water system improvements shall be at the discretion of the Board based upon the character, density and needs of the subdivision. If the subdivider can demonstrate that each of the proposed lots can obtain water via an on-site well and that the underlying aquifer is sufficient in volume to serve all the lots, no collective distribution system shall be required.
- D. Fire Protection: Fire protection facilities including hydrants and water storage are required. Specific fire improvements shall be those deemed by the Board as necessary to adequately serve the subdivision.
- E. Sewage Disposal: Every lot must be of sufficient size to accommodate an individual sewage disposal system according to the standards and specifications of the Health Authority.
- F. Drainage: The subdivider shall install such drainage structures, including storm sewers, drainage channels and drainage pumps, as may be necessary for adequate drainage of surface and storm waters, and further including means for the disposal of surface and storm waters generated by the subdivision. Disposal of surface and storm waters into drainage wells or sewer lines shall not be permitted. The determination of necessary drainage facilities is to be made in accordance with an approved hydrology study.

Where facilities for the disposal of surface and storm waters are not available, immediately adjacent to the proposed subdivision, the County Engineer may require the construction of off-site and on-site drainage facilities as may be necessary.

- G. Fences: Minimum fencing requirement shall be as follows:
  - 1. Six-foot fence shall be installed along any canal, open drain and expressway to the specifications of the County Engineer and Director of Community Development.
  - 2. Perimeter Fencing: In order to protect property to be subdivided from intrusion by livestock, perimeter livestock fencing may be required by the Planning and Zoning Commission. Such fencing shall be as required by the Commission and to the specifications of the County Engineer and the Director of Community Development.
- H. Electrical and Communication Facilities: The minimum requirement for electrical and communication facilities shall be as follows:

1. Electrical and communication facilities shall be installed per the conditions governing line extension on file with the Arizona Corporation Commission.
- I. Solid Waste: Subdividers shall indicate on the Final Plat the distances to approved sanitary disposal sites. If none is within a reasonable distance (less than ten miles), a sanitation district shall be formed to insure that adequate provision shall be made for the construction, operation and maintenance of a sanitary landfill before the Final Plat is approved, as required by the Health Authority, County Engineer, and Sanitary Landfill Division. This requirement may be waived by the County Health Department if it is determined that adequate private collection services are available to the subdivision.

#### Section 6.4.3 - Schedule C Subdivision

Any division of land into six (6) or more parcels, in which the average single-family lot size is greater than five (5) acres in net area and less than or equal to 36 acres in gross area, shall be defined as a Schedule "C" Subdivision. The minimum improvements for a Schedule "C" Subdivision shall be as follows:

- A. Roads and Streets: All roads and streets including access roads (See Section 6.3.G) within and/or pertinent to the subdivision shall be paved with asphaltic concrete or equivalent and chip sealed according to the standards and specifications of the Engineer. However, if roads and streets are to be privately owned and maintained then a waiver from the paving requirement can be requested providing that the roads are still improved to the standards and specifications of the County Engineer. If roads are to be private, each map sheet of the recorded Final Plat shall state: "ALL ROADS AND STREETS ARE PRIVATELY OWNED AND ARE TO BE MAINTAINED BY THE PROPERTY OWNERS." Similarly, signs noting the private status of interior roads shall be posted at the entrance(s) to the subdivision. Said signing shall be subject to the approval of the Director of Community Development.
- B. Domestic Water: The minimum requirement for a domestic water supply and distribution system is as follows:
  1. No water system required.
  2. If no water system is installed, the following statement shall be placed on each map sheet of the record land division map, in letters not less than one-quarter (1/4) inch high: "NO WATER SYSTEM IS PROVIDED FOR THE LAND DIVISION AS OF THE DATE OF RECORDATION OF THIS MAP."
- C. Sewage Disposal: Every lot must be of sufficient size to accommodate an individual sewage disposal system according to the standards and specifications of the Health Authority.
- D. Drainage: The subdivider shall install such drainage structures, including storm sewers, drainage channels and drainage pumps, as may be necessary for adequate drainage of surface and storm waters, and further including means for the disposal of surface and storm waters generated by the subdivision. Disposal of surface and storm waters into drainage wells or sewer lines shall not be permitted. The determination of necessary drainage facilities is to be made in accordance with an approved hydrology study.

Where facilities for the disposal of surface and storm waters are not available, immediately adjacent to the proposed subdivision, the County Engineer may require the construction of off-site and on-site drainage facilities as may be necessary.

- E. Electrical and Communication Facilities: The minimum requirement for electrical and communication facilities shall be as follows:
  - 1. Electrical and communication facilities shall be installed per the conditions governing line extension on file with the Arizona Corporation Commission.
- F. Solid Waste: Subdividers shall indicate on the Final Plat the distances to approved sanitary disposal sites. If none is within a reasonable distance (less than ten miles), a sanitation district shall be formed to insure that adequate provision shall be made for the construction, operation and maintenance of a sanitary landfill before the Final Plat is approved, as required by the Health Authority, County Engineer, and Sanitary Landfill Division. This requirement may be waived by the County Health Department if it is determined that adequate private collection services are available to the subdivision.

#### Section 6.4.4 - Schedule D Subdivision

A Schedule "D" Subdivision is a condominium or condominium conversion as defined by this Ordinance. The following improvements for a Schedule "D" Subdivision shall be as follows:

- A. Roads and Streets: All interior streets, access roads, parking areas and other vehicle-related surfaces shall be paved with asphaltic concrete according to the standards of the Engineer. All interior streets shall be a minimum of 24 feet in improved width and shall be maintained under private ownership in a manner deemed appropriate by the Commission and/or Board.
- B. Concrete sidewalks, paved or unpaved pedestrian paths, bike paths, equestrian trails, concrete curbs and gutters may be required and when installed shall be placed in conformance with County standards.
- C. Domestic Water: The minimum requirement for domestic water supply and distribution system is as follows:
  - 1. Water Supply: 350 gallons per day per dwelling unit, deliverable in a four hour period.
  - 2. Minimum pressure to be 20 psi with a workable pressure of 40-90 psi.
  - 3. Separate metering for each dwelling unit may be required.
- D. Fire Protection: The minimum requirement for fire protection facilities in residential zones that do not allow multi-family residential uses shall be as follows:
  - 1. No Schedule "D" Subdivision shall be established in any area except where fire protection services are provided by either a fire district or association established pursuant to State law.
  - 2. Type of fire hydrant and connection as approved by the agency providing fire protection.
  - 3. Hydrants located one at each street intersection, but not greater than 500 feet apart in any direction connected by a minimum 6 inch water line.
  - 4. Minimum flow of water which a system shall be capable of delivering at any hydrant: 1000 gallons per minute at 20 pounds per square inch flowing pressure above the average daily consumption.

5. For the purposes of this section, 50 gallons per minute is established as the average daily domestic consumption rate for the area served by one fire hydrant.

In zones that allow multi-family residential uses, the minimum fire protection shall be 1000 gallons per minute at 20 pounds per square inch flowing pressure above the average daily domestic consumption.

- E. Sewage Disposal: The minimum requirement for sewage disposal shall be as follows:
1. Connection to an existing collection is required, or
  2. If an existing collection system is not available, then a treatment plant and collector system shall be required. Operation of a treatment plant, including collection, treatment and disposal system shall require either the formation of a sanitary district, or annexation to an existing district. If the County Health Authority determines that satisfactory individual disposal systems can be provided, the Board may permit such systems in lieu of a treatment plant and collector system.
- F. Fences: Minimum fencing requirement shall be as follows:
1. Six-foot fence shall be installed along any canal, open drain and expressway to the specifications of the County Engineer and Director of Community Development.
  2. Perimeter Fencing: In order to protect property to be subdivided from intrusion by livestock, perimeter livestock fencing may be required by the Planning and Zoning Commission. Such fencing shall be as required by the Commission and to the specifications of the County Engineer and the Director of Community Development.
- G. Drainage: The subdivider shall install such drainage structures, including storm sewers, drainage channels and drainage pumps, as may be necessary for adequate drainage of surface and storm waters, and further including means for the disposal of surface and storm waters generated by the subdivision. Disposal of surface and storm waters into drainage wells or sewer lines shall not be permitted. The determination of necessary drainage facilities is to be made in accordance with an approved hydrology study.
- Where facilities for the disposal of surface and storm waters are not available, immediately adjacent to the proposed subdivision, the County Engineer may require the construction of off-site and on-site drainage facilities as may be necessary.
- H. Electrical and Communication Facilities: Minimum requirement for electrical and communication facilities shall be as follows:
1. Electrical and communication facilities shall be installed.
  2. All service shall be in conformity with the provisions of Administrative Rules and Regulations R-14-2-122 of the Arizona Corporation Commission.
- I. Solid Waste: Subdividers shall indicate on the Final Plat the distances to approved sanitary disposal sites. If none is within a reasonable distance (less than ten miles), a sanitation district shall be formed to insure that adequate provision shall be made for the construction, operation and maintenance of a sanitary landfill before the Final Plat is approved, as required by the Health Authority, County Engineer, and Sanitary Landfill Division. This requirement may be waived by the County Health Department if it is determined that adequate private collection services are available to the subdivision.

- J. Street Lights: Shielded low pressure or high pressure sodium street lights may be required and installed in conformance with American National Standards Institute/Illuminating Engineering Society No. RP-8. Operation and maintenance of said lighting shall be done by an improvement district pursuant to A.R.S. Section 11-758.

## **SECTION VII WAIVERS**

### **Section 7.1 - Purpose**

In order to ensure that the strict application of design and improvement requirements provided for under Sections V and VI do not unduly inhibit reasonable subdivision development, this Section provides waiver procedures in which the Board may grant administrative relief to the subdivider.

### **Section 7.2 - Written Request Required**

Whenever a Preliminary Plat proposes to deviate from the requirements specified under Sections V and VI, the applicant shall provide the Director with a written request for waiver citing specific Sections to be waived.

### **Section 7.3 - Action of the Director**

Upon receipt of a request for waiver made concurrent with the filing of a Preliminary Plat, the Director shall investigate and analyze the request and present his findings to the Commission at the time the plat is considered at a public hearing.

### **Section 7.4 - Action by the Commission**

The Commission shall recommend approval, approval in modified form, or denial of the request for waiver in a separate minute action prior to taking action on the Preliminary Plat itself. Any approval action shall be based upon the following findings:

1. That strict application of design and improvement regulations would preclude reasonable subdivision development of the subject property.
2. That there are special circumstances applicable to the property related to its topography, shape, location that dictate the need for this waiver to ensure good subdivision design and development.
3. That the granting of this waiver will not be detrimental to the public health, safety, and general welfare or injurious to other property in the area in which said property is situated.

### **Section 7.5 - Action by the Board**

If approval of the waiver request or portion thereof is recommended by the Commission, it shall be presented to the Board as part of the Preliminary Plat. Specific minute action by the Board regarding approved waivers shall be necessary.

## **SECTION VIII ABANDONMENTS AND REVERSIONS TO ACREAGE**

### **Section 8.1 - Abandonments**

Streets, alleys, rights-of-way, easements, reserve strips, or other public use ways or facilities may be abandoned by the Board pursuant to the provisions of this Section.

### **Section 8.2 - Abandonment Application Required**

In order to initiate an abandonment proceeding before the Board, an application for abandonment must be filed with the Director. An application fee of an amount established by Resolution of the Board shall be paid by the applicant at the time of filing. Upon receipt of said application, the Director shall conduct an investigation and prepare a report for presentation before the Commission at a duly noticed public hearing.

### **Section 8.3 - Action by the Commission**

Within sixty (60) days upon receipt of an Abandonment Application, the Commission shall conduct a duly noticed public hearing pursuant to the same noticing procedures as set forth under Section 3.10. Upon completion of said hearing, the Commission shall recommend that the Board approve, approve in modified form, or deny said application. Any action to recommend approval shall be based upon the following findings:

1. That said abandonment is in the interests of the general welfare of Coconino County.
2. That said abandonment would not prohibit or unduly inhibit access by the public-at-large, nearby property owners and public utilities.
3. That said abandonment would not eliminate public accessways which may be presently in use or desirable for future use.

### **Section 8.4 - Action by the Board**

Within sixty (60) days of a recommendation action by the Commission, the Board shall conduct a duly noticed public hearing as described by Section 3.10. Upon completion of the public hearing, the Board shall approve, approve in modified form, or deny said application. Any action to approve shall be based upon the findings set forth under Section 8.3.

### **Section 8.5 - Recording of Abandonment**

Upon Board approval of an abandonment application, the County Attorney shall prepare the proper abandonment documents including any required deeds of conveyance and shall file such documents with the County Recorder.

#### Section 8.6 - Conveyance to Adjacent Properties

Whenever an abandonment is approved for publicly owned right-of-way, the County shall convey said right-of-way to adjacent property owners in an equitable manner. Zoning for abandoned rights-of-way shall be the same as the properties to which they are conveyed.

#### Section 8.7 - Reversion to Acreage

Any subdivided lands may revert to acreage upon approval of such reversion by the Board pursuant to this Section.

#### Section 8.8 - Reversion Application Required

In order to initiate a Reversion to Acreage proceeding before the Board, an application for reversion must be filed with the Director. An application fee of an amount established by Resolution of the Board shall be paid at the time of filing. The County may act as applicant for Reversion to Acreage if no lots within a subdivision have been sold and no substantial progress on completion of required improvements has been made within three (3) years from the date of recordation of the Final Plat. Upon receipt of an application for Reversion to Acreage, the Director shall conduct an investigation and prepare a report for presentation before the Commission at a duly noticed public hearing.

#### Section 8.9 - Action by the Commission

The procedure for action by the Commission for a Reversion to Acreage Application shall be the same as that for Abandonment as set forth under Section 8.3, except that the required findings shall be as follows:

1. That the subdivided lands to revert to acreage are under one contiguous ownership.
2. That no immediate use of such subdivided lands as they were intended appears imminent.
3. That such Reversion to Acreage will not be detrimental to the general welfare of Coconino County.

#### Section 8.10 - Action by the Board

The procedure for action by the Board for a Reversion to Acreage application shall be the same as that for Abandonments as set forth under Section 8.4, except that the required findings shall be those set forth under Section 8.9.

#### Section 8.11 - Recordation of Survey

The applicant shall record with the County Recorder a survey of all lands approved for Reversion to Acreage. Said survey shall be prepared by a surveyor licensed by the State of Arizona.



## **SECTION IX ADMINISTRATIVE APPROVAL FOR MINOR SUBDIVISIONS**

### **Section 9.1 - Definition**

**SUBDIVISION, MINOR** – shall mean a SUBDIVISION (as defined by the Subdivision Ordinance) of twenty lots or less.

### **Section 9.2 - Applicability**

The provisions of this Section shall apply to all Minor Subdivisions, as defined by this Ordinance, proposed for property wholly or partially within the unincorporated territory of Coconino County.

### **Section 9.3 - Purpose**

The purpose of this Section is to define the procedures for which administrative approval may be granted for development of a Minor Subdivision. The primary purpose for permitting the administrative approval of Minor Subdivisions is to encourage small-scale development which conforms to the intent and scope of the Coconino County Comprehensive Plan, thus providing a means for land development other than the conventional land division process. In general, administrative approval of a Minor Subdivision is intended to expedite the process of subdivision approval for those developments which conform to the applicable standards of the Comprehensive Plan and the Subdivision Ordinance.

The procedures for applying for an administrative approval of a Minor Subdivision shall be the same as those of any other subdivision as outlined in the Subdivision Ordinance, except as specified in this Section. This includes a pre-application meeting and discussions with Community Development staff on the applicability of this minor subdivision ordinance process.

### **Section 9.4 - Requirements for Administrative Approval of Minor Subdivisions**

The Director of Community Development may provide for the administrative approval of a Minor Subdivision so long as the application conforms to all the following requirements:

- A. The design of the Minor Subdivision meets the intent of the Coconino County Comprehensive Plan.
- B. No change in zoning is required of the subject parcel.
- C. The Minor Subdivision is not part of a master planned development, land division, or other subdivision larger than 20 total units.
- D. No waivers are requested of the Subdivision Ordinance or the Zoning Ordinance (except as listed below).
- E. The applicant complies with any and all conditions of approval attached to the administrative approval by the Director.

### **Section 9.5 - Waivers for Minor Subdivisions**

In addition to the adjustment authority provided to the Director of Community Development per Section 20.8 of the Zoning Ordinance, the Director may also grant waivers, if appropriate, for the approval of a Minor Subdivision for the following:

- A. A decrease of not more than 15% of the required minimum parcel size for individual lots.
- B. A decrease of not more than 2 feet of the minimum improved surface for narrow residential local or residential local roadways, subject to the approval of the County Engineer.

- C. An increase of not more than 50% of the maximum length of any permitted cul-de-sac, subject to approval of the County Engineer and the local fire department/district, if any.
- D. An increase of not more than 100% of the maximum block length, subject to approval of the County Engineer and by the local fire department/district, if any.
- E. A waiver from paving to allow ABC if the subdivision is in the General Zone with 10 acre lots.

Denial of any of these waivers by the Director means that the subdivision would go through the standard subdivision process with public hearings at the Planning and Zoning Commission and County Board of Supervisors.

#### Section 9.6 - Action of the Director

For Minor Subdivisions, this Section supplants the provisions of Sections 3.9 – 3.13 of the Preliminary Plat procedures of the Subdivision Ordinance.

Upon formal acceptance of a completed application and the preliminary plat for a Minor Subdivision, the Director shall schedule a meeting to discuss the plat with local officials representing utilities, agencies and units of government that may be affected or have a pertinent interest in the subdivision. Said meeting shall be scheduled within 20 days of formal acceptance of the plat. The Director shall then review the preliminary plat and make a determination as to the Plat's conformance to the Subdivision Ordinance. Upon consideration of all comments and required revisions, the Director may provide for the approval of the Minor Subdivision within 45 days of a duly completed application. Said recommendation shall be based upon the Plat's conformity to all of the following findings:

1. That the proposed subdivision conforms to the goals, objectives and policies of the Coconino County Comprehensive Plan and its amendments.
2. That the design of the proposed subdivision will not cause substantial environmental damage and will not present serious public health problems.
3. That the site of the proposed subdivision is physically suitable for the proposed type and density of development.
4. That the proposed subdivision is consistent with provisions and intent of zoning regulations applicable to the property.
5. That the proposed subdivision conforms with the improvement and design standards set forth in this Ordinance.

If the Director can make the findings, an official approval shall be issued, which shall contain conditions of approval that must be met prior to submittal of a Final Plat. These conditions may be appealed to the Planning and Zoning Commission by the applicant, developer, or property owner as specified below. If the Director cannot make the findings, the applicant may resubmit the application under the standard subdivision review process.

#### Section 9.7 - Appeals

Conditions of approval of the Director may be appealed to the Planning and Zoning Commission within 30 days of the Director's approval of a Minor Subdivision application. A hearing shall be scheduled before the Planning and Zoning Commission within 60 days of the appeal. The Planning and Zoning decision may be appealed to the Board of Supervisors.

## **SECTION X LAND DIVISIONS**

### **Section 10.1 - Purpose**

In order to ensure that the division of land complies with applicable zoning regulations and does not constitute a subdivision, it is necessary to establish a ministerial review of all land divisions. In no way is it intended by this Section to prohibit, or prevent the division of land as authorized and permitted by Arizona Revised Statutes and Coconino County Zoning and Subdivision Regulations.

### **Section 10.2 - Applicability**

The provisions of this Section shall apply to land divisions of property located within the unincorporated territory of Coconino County.

### **Section 10.3 - Permit Required**

No parcel of land may be divided into five or fewer separate parcels of land any of which is ten (10.0) acres or less either by recordation of a contract of sale or deed of conveyance or by requesting a split of a tax assessor parcel unless a Land Division Permit thereof, approved by the Director or his designee, has first been issued.

### **Section 10.4 - Filing of Application**

Any applicant proposing a land division shall file a Land Division Permit application with the Director. Said application shall include a legal description of the existing parcel and legal descriptions of proposed parcels including access and utility easements. The application shall include a scale map with dimensions showing existing and future parcel lines and all easements. The map shall be of a size and format acceptable to the County Recorder; i.e., 8-1/2 x 11, 8-1/2 x 14, or 18 x 24. The legal descriptions and the map shall be prepared by a Registered Land Surveyor. This requirement may be waived by the Director of Community Development in areas where quarter-quarter section or east half-west half or north half-south half descriptions are deemed adequate.

### **Section 10.5 - Application Fee**

A fee shall be charged as established by the County Board of Supervisors.

### **Section 10.6 - Action of the Director**

Upon receipt of a complete application, the Director of Community Development shall approve or deny the Land Division Permit within 30 days. Approval shall be based on meeting all of the following findings:

1. The lots, parcels or fractional interests each meet the minimum applicable county zoning requirements of the applicable zoning designation.
2. The parcels resulting from the land division all have legal access and have physical access that is traversable by a two-wheel drive passenger vehicle.
3. The land division would not result in a subdivision as defined in Section II.

Land divisions may be accomplished where the resulting parcels do not meet minimum county zoning requirements, where there is no legal access, or where the legal access does not allow access by emergency vehicles; however, such deficiencies are required to be noted in the deed(s). The county may not require a public hearing on a land division permit application. The county may not deny a land division permit application that meets the requirements of this Section or where the deficiencies are noticed in the deed(s). If review of the request is not completed within 30 days of receipt of a complete application, the land division shall be deemed approved.

#### Section 10.7 - Recordation of Land Division Permit

After approval of a Land Division Permit, it shall be recorded at the County Recorder's Office along with any attached supplementary information. Recordation must occur within six months of approval by the Department of Community Development, or approval shall lapse and become void. Digital submission of land division survey maps is required, if the maps are prepared by a surveyor.

#### Section 10.8 - Noticing of Access or Zoning Deficiencies

When there are legal access or minimum county zoning requirement deficiencies which must be noticed in the deed(s), said noticing shall consist of a detailed description of the deficiency. For zoning deficiencies, the Zoning Ordinance Section(s) and the nature of the deficiencies shall be included.

#### Section 10.9 - Removal of Deficiencies from the Deed

If zoning or access deficiencies are corrected, for example through a zoning change or a variance, or through acquisition of access, it shall be the responsibility of the property owner to remove the deficiencies, but shall be subject to approval by the Director of Community Development prior to recordation.

#### Section 10.10 – Private Road Standards

For land divisions where the resulting parcels are 2 ½ acres or smaller and where the access easement exceeds 150' in length, an all-weather access road at least 20' in unobstructed width must be constructed on the property being split. The road must be constructed prior to initiation of combustible material on the building site (Board of Supervisors Ordinance No. 95-1).

#### Section 10.11 - Acting in Concert

It shall be unlawful for a person or group of persons acting in concert to attempt to avoid the provisions of this ordinance or subdivision laws of the State of Arizona by acting in concert to divide a parcel of land into six or more lots or sell or lease six or more lots by using a series of owners or conveyances. This prohibition may be enforced by the County Attorney's Office or the Arizona Department of Real Estate, or both, pursuant to ARS Title 32, Chapter 20.

## **SECTION XI ENFORCEMENT**

### **Section 11.1 - Violations**

Any offer to sell, contract to sell, sale, or deed of conveyance of a subdivision or any part thereof, before a Final Plat thereof in full compliance with the provisions of these regulations has been duly recorded in the office of the County Recorder shall be a misdemeanor. Further, any such offer, contract, sale or conveyance of a parcel of land that is the result of a minor land division, for which no Land Division Permit has been issued pursuant to Section X of this Ordinance, shall be a misdemeanor.

### **Section 11.2 - Penalties**

Any person, firm, partnership or corporation convicted of a misdemeanor pursuant to Section 11.1 shall be punishable by a fine not more than seven hundred and fifty dollars (\$750.00) or by imprisonment in the County Jail for a period not more than six (6) months, or by such fine and imprisonment. The imposition of any sentence or fine shall not exempt the offender from compliance with the requirements of these regulations.

### **Section 11.3 - Withholding of Building Permits**

Any parcel of land which has been the result of a subdivision or minor land division that does not comply with this Ordinance shall not be a legal building site. Hence, no Building Permits shall be issued until said subdivision or minor land division is caused to comply with this Ordinance.

### **Section 11.4 - Daily Separate Violations**

Each day that a violation of these regulations continues to exist shall constitute a separate offense.

### **Section 11.5 - Enforcement Authorities**

The Board of Supervisors, County Attorney, County Sheriff, Director of Community Development, County Clerk, County Recorder and all officials charged with the issuance of licenses or permits shall enforce the provisions of this Ordinance. Any permit, certificate or license issued in conflict with the provisions of this Ordinance shall be void.